



UNITED STATES DISTRICT COURT District of Minnesota

Richard D. Sletten, Clerk
Wendy S. Osterberg, Chief Deputy Clerk

700 Federal Building
316 North Robert Street
St. Paul, MN 55101
(651) 848-1100

202 U.S. Courthouse
300 South Fourth Street
Minneapolis, MN 55415
(612) 664-5000

417 Federal Building
515 West First Street
Duluth, MN 55802
(218) 529-3500

212 U.S. Courthouse
118 South Mill Street
Fergus Falls, MN 56537
(218) 739-5758

CONTRACT COURT INTERPRETER POLICIES

If you have been selected to perform court interpreting services for the U.S. District Court for the District of Minnesota or are interested in doing so, this information sheet will assist you in performing your services according to the specifications of the Administrative Office of the United States Courts (AO). What follows is only a brief description of some of the terms and conditions of our interpreter contracts. For a full listing of policies, rates or interpreting standards please visit the following web-site: http://www.uscourts.gov/interpretprog/interp_prog.html

RATES

Court interpreters are paid by the day part in which they work, not hourly. This means that there is a half day rate and a full day rate. The court interpreter rates are established by the AO and are as follows:

Certified and Professionally Qualified Interpreters*:

Full Day: \$355
Half Day: \$192
Overtime: \$50 per hour or part thereof

Language Skilled (Non-certified) Interpreters:

Full Day: \$171
Half Day: \$92
Overtime: \$28 per hour or part thereof

Mileage is only paid if the interpreter must travel 30 miles one way from their residence to the location of the interpreting assignment. The current mileage reimbursement rate is \$.445/mile. Parking is never reimbursed for local interpreters.

If a cancellation occurs within 24 hours of the scheduled proceeding, the interpreter will still be paid the half or full day amount.

BACKGROUND CHECKS

A background check (finger-printing) is required of all contract interpreters who work in any of the U.S. District Courts. In order to comply with this requirement contact Rod Zemke at 612-664-5012 to set up an appointment.

*State court certification does not qualify an interpreter as "federally certified" or professionally qualified. For more information about the qualification levels, visit <http://www.uscourts.gov/interpretprog/infosheet.html>